



NCSD SEWER EXTENSION NEW PROJECT SUBMITTAL REQUIREMENTS

SUBMITTALS REQUIRED

- ☐ Complete SCDHEC DRP package for DRP submittal to SCDHEC including:
 - ☐ 1. A transmittal letter, signed by the professional engineer representing the DRP entity, noting this is a DRP submittal. The letter should state that the project has been reviewed and complies with R.61-58 and/or R.61-67.
 - ☐ 2. The original construction permit application, properly completed, with one (1) copy.
 - ☐ 3. Two (2) sets of the signed and sealed plans.
 - ☐ 4. One (1) set of the appropriate design calculations.
 - ☐ 5. One (1) copy of a detailed 8½" x 11" location map, separate from the plans.
 - ☐ 6. Two (2) copies of construction easements, unless the project owner has the right of eminent domain.
 - ☐ 7. DHEC's Ocean and Coastal Resource Management certification (for projects in applicable counties).
 - ☐ 8. DHEC's Water Quality permit or conditions for placement in navigable waters, and other Agency approvals.
 - ☐ 9. WASTEWATER SYSTEMS: a) A letter of acceptance from the entity providing the treatment of the wastewater that includes the specific flow and, when applicable, the specific number of lots being accepted. b) A letter from the organization agreeing to be responsible for the O&M of the wastewater system. c) The 208 Plan certification from the appropriate Council of Governments (designated 208 areas), or from DHEC on the non-designated 208 areas.
- ☐ Preliminary Easement Plat (1 copy) with a minimum 3" x 8" approval block.
- ☐ Engineer's construction cost estimate.
- ☐ Signed NCSD sewer extension contract when received from NCSD.
- ☐ Signed Bill of Sale for the sewer system when received from NCSD.
- ☐ Maintenance Bond, Cashier's Check, or Certified Letter of Credit in the amount indicated in the sewer extension contract. Typical fifteen percent of engineer's construction cost estimate. Sent to the owner in the sewer extension contract. This will be needed at close out.
- ☐ Administrative Fee as indicated in the sewer extension contract. Typical two percent of the engineer's construction cost estimate with a cap of \$2000.00.

CONSTRUCTION DRAWINGS.



Four (4) sets total of "D" size (36" x 24") paper copies. All must be signed, sealed, and contain the following information:

General

- ☐ Cover sheet.
- ☐ Project title.
- ☐ Site map.
- ☐ Revision block.
- ☐ Engineer's seal, signed and dated (on each sheet).
- ☐ Corporate seal (on each sheet).
- ☐ Road names labeled.
- ☐ Width and center line of each R/W and EOP indicated.
- ☐ All lots and/or buildings labeled.
- ☐ Scale (not to exceed 1" = 50') and north arrow shown on each plan and profile sheet.
- ☐ All general utility easements or sewer easements properly delineated & labeled (min 15'/20' sewer).
- ☐ Ingress/egress easements required/shown.
- ☐ All other easements & R/W (existing or proposed) shown & labeled.
- ☐ Overall project plan sheet w/ current phase accentuated.

Sewer Plan Set

- ☐ Road stationing labeled on the plan view and sewer stationing labeled on profile view.
- ☐ Profile includes all appurtenances (water main, storm drainage, etc.) & existing & final grades.
- ☐ Method of road crossing indicated.
- ☐ Slopes checked.
- ☐ Plan view includes manholes, manhole numbers, and other buried pipelines.
- ☐ Drop manholes and doghouse manholes labeled and proper diameter.
- ☐ Matching crowns for differing pipe diameters.
- ☐ All lots served with a gravity sewer service of adequate depth.
- ☐ All services located inside R/W and/or outside drainage easements.
- ☐ Services located at lot corners.
- ☐ All manholes accessible.
- ☐ Force main plan view if applicable.
- ☐ Air release valve locations.
- ☐ Force main profile view if applicable.
- ☐ Current sewer details.
- ☐ Current sewer notes.

Pump Station Plan Set

- ☐ Site plan with maximum scale of 1" = 20'.



- ☐ Site drainage.
- ☐ Property lines and dimensions.
- ☐ Location and dimensions of major components.
- ☐ Wet well diameter.
- ☐ Minimum allowable hatch dimensions.
- ☐ Discharge main components and size.
- ☐ Specify type of valves on force main discharge piping.
- ☐ All control panel/accessory panel locations.
- ☐ Antenna pole locations.
- ☐ Generator location.
- ☐ Flow meter location.
- ☐ Frame and crane location (if applicable).
- ☐ Slab dimensions & elevations.
- ☐ Access road design & section.
- ☐ Pump Station notes.
- ☐ Coating specified: wet well, receiving gravity sewer manhole, etc.
- ☐ Current details.

Profile View of Station

- ☐ Wet well diameter.
- ☐ Base slab dimensions.
- ☐ Required thrust restraints.
- ☐ Discharge main components and size.
- ☐ Specify type of valves on force main discharge piping.
- ☐ Pipe supports.
- ☐ Pump size, TDH, calc. pump rate, voltage.
- ☐ MPE Probe well level schedule.
- ☐ Back up float level schedule.
- ☐ Influent line invert elevation.
- ☐ Minimum water level.
- ☐ Slab top and corner elevations.

Power Riser Diagram of the Station

- ☐ Entrance power sizing.
- ☐ Entrance power disconnect sizing.
- ☐ Generator sizing.
- ☐ All conduits labeled and listed on conduit schedule.
- ☐ Grounding design.



GENERAL STEPS REQUIRED FOR PERMITTING AND CONSTRUCTION PROCESS

1. Developers engineer conducts predevelopment meeting with NCSD.
2. Developers engineer submits complete DRP package with engineers cost estimate to NCSD.
3. NCSD reviews and issues comments.
4. Developers engineer revises and resubmits requested items.
5. NCSD issues the sewer extension contract and bill of sale.
6. NCSD committee is notified at the following committee meeting. Committee meeting occur on the fourth Monday of each month.
7. Developer signs and returns contract with bill of sale and requested fees.
8. NCSD submits DRP package to SCDHEC.
9. SCDHEC reviews and approves package.
10. SCDHEC issues the Wastewater Permit to Construct.
11. Developers engineer schedules and conducts a preconstruction meeting with NCSD.
12. NCSD monitors construction and all required testing.
13. Developers engineer follows all requirements indicated in our NCSD Sewer Project Closeout form.
14. Developers engineer resubmits any requested documents needing revision.
15. Developers engineer provides SCDHEC with all SCDHEC requested closeout information.
16. NCSD completes the Resolution and O&M documents dependent upon the monthly Committee and Commission schedules and approval.
17. NCSD delivers O&M letter and signed resolution to SCDHEC and provides the developers engineer with a copy of each.
18. SCDHEC issues the system Permit to Operate.
19. NCSD sewer connection permits are sold at this time.
20. Warranty period begins for a period of two years.
21. NCSD operates and maintains sewer system.